

JOB DESCRIPTION
Date: January 2022

Position	Awards Assistant (1 year fixed term contract)
Purpose	<p>Our Fulbright Awards are scholarships that support cultural exchange between the US and UK. Our scholars include postgraduate students, academics, senior visiting professors and other professionals across a wide range of disciplines. Becoming a Fulbright scholar means entering into a diverse global community of accomplished individuals and is a lifelong commitment.</p> <p>The Awards Assistant is a member of the Fulbright Awards team and is responsible for supporting all aspects of the Fulbright Award programmes. This includes supporting the selection process, pre-departure administration/preparation, events, pastoral support for scholars and helping foster an active and engaged Fulbright community.</p>
Supervised by	Programme Manager
Main responsibilities	<ol style="list-style-type: none"> 1. Programme management <ul style="list-style-type: none"> • Provide support to the Awards team with all aspects of the selection process, including coordinating the receipt of applications, organising interview panels and preparing interview materials • Be the first point of contact for all awards enquiries • Responsible for accurate record keeping and effective tracking and processing of all documentation relating to scholars in line with GDPR requirements • Assist team with creating grant paperwork for approval by the Chief Operating Officer Director and Executive Director • Assist with tracking current programme participants for UK Visas and Immigration compliance • Assist the Awards team with WizeHive and Salesforce database management, including cleaning and importing data into the database and ensuring that databases contains current and reliable information • Assist in updating Fulbright Commission website and Fulbright awards catalogues • Assist with alumni communications and support efforts to foster an active Fulbright community 2. Event Coordination <ul style="list-style-type: none"> • Provide logistical support in the execution of Fulbright Programme events and, where possible, Commission wide events • Create, manage and track invitations to external parties • Liaise with external organisations to arrange venue space, catering and accommodation • Organise virtual events logistics and provide technical support during virtual programming

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	<ul style="list-style-type: none"> • Compile event information materials and packs for attendees • Maintain detailed records of expenditure for each event/activity to ensure costs are within budget <p>3. Scholar support</p> <ul style="list-style-type: none"> • Coordinate institutional memberships and Fulbright benefits for scholars • Prepare relevant scholar advising materials • Assist the Awards team to respond to individual scholars needs, queries or requests for support in a timely, appropriate and sensitive manner.
	<p>4. Other</p> <ul style="list-style-type: none"> • Work collaboratively with other members of the department and organisation as a whole to achieve objectives • Manage and approve requests from scholars seeking to join Fulbrighter, Fulbright’s digital networking platform • Undertake other duties as are appropriate to the role and within the competence of the role holder • Awareness of and compliance with the organisation’s internal policies

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Person specification

Education & Qualifications

Essential	Desirable
Educated to undergraduate level	

Experience

Essential	Desirable
Strong interest and/or personal experience in international education or cultural exchange	<p>Previous experience of working in higher education</p> <p>Personal experience of studying in the US higher education system or/and the UK higher education system</p> <p>Previous experience of working with study abroad programmes or international student services.</p>

Skills and knowledge

Essential	Desirable
<p>Excellent written and oral communication skills</p> <p>Capability to develop good working relationships with internal and external contacts</p> <p>Experience of working with people from diverse backgrounds</p> <p>Ability to handle confidential and sensitive information appropriately</p> <p>Ability to apply personal organisation strategies and to prioritise and effectively deal with a large and varied workload in a busy environment to agreed timescales</p> <p>Strong attention to detail</p> <p>Ability to work on own initiative without close supervision</p>	<p>Prior experience of assisting with communications, event planning and/or programme administration in the higher education or non-profit sector</p> <p>Experience working with databases</p> <p>Proficiency in Microsoft Office software</p>

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Ability to work collaboratively with colleagues across the organisation, as a team member and as an individual	
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Personal attributes

Essential	Desirable
Intercultural sensitivity, empathy and patience Reliable and responsible Highly motivated Strong team player	